

Meeting Minutes

<http://set.lanl.gov/spac/>

(TA-00, Canyon Complex, Room # 168)

Date: 4/25/2002

Members Present:

Jerry Foropoulos, NMT-DO
David Hobart (Chair), C-AAC
Tracy Ruscetti, B-2
Lonnie Theye (Vice-Chair), NMT-DO
Sheila Wasfey, HSR-IM

LANL Representatives
Danny Valdez, DV
Margaret Marshall, OEO
Mindy Mendez, STB-EPO

The meeting was called to order by Dave Hobart, at 8:03 am.

Minutes

Sheila W. read the outstanding action items from the 3/28/2002 meeting minutes. See the action items list at the end of this document for an update in italics of the ones discussed.

SPAC will look into providing a student breakfast in conjunction with SA. It will be limited to 20 people by having students register. Sheila W. and Mindy M. will figure out the details.

Meeting minutes will now be forwarded to Mindy M. for cleansing before posting on the web.

May 13th the auto roll-over of salary increases for students will begin. Thus far 380 transcripts have been audited by Mindy (330 UGS and 50 GRA). Only 3 spring transcripts have been received. STB will check transcripts and notify students who don't meet the requirements.

A question was raised regarding SPAC's influence over LANL Management policy when it pertains to students. The Historical team will look into this.

SPAC will contact Allen Hartford to see if he wants to respond to us on the HTSC report.

Summer SPAC Schedule:

It was decided that weekly meetings should begin June 6th from 8:30 to 10am.

SPAC doesn't believe we need more members-at-large at this time.

The STB job posting web page will go online in June.

Kristine Mack will begin attending SPAC meetings when she arrives at LANL this summer.

The meeting was closed at 9:40 am.

Respectfully submitted,

Sheila Wasfey, Historian Team

Current and Outstanding Action Items

From 1/17/02 Meeting:

Need to select a vice-chair of sub-committees – Dave H.

From 1/31/02 Meeting:

Find out what GPR stands for versus the traditional Grade Point Average (GPA). - ?
Take this off the action item list.

Post archived meeting minutes on the SPAC web page - Sheila W.

From 2/14/02 Meeting:

A new chair of the Rapid Entry Subcommittee needs to be selected – Dave H. *Sheila W. will contact HSR-13 regarding rapid entry training for students.*

Select a backup meeting minute taker – Dave H.

We'll just select one when we know Sheila W. is not around. Done

Address issues students who stepped down expressed – SPAC *Sheila W. will present the list of student concerns from the meeting minutes at the next meeting.*

From 2/21/02 Meeting:

Ideas for Recruiting Students:

These ideas will be archived. For now the nomination deadline will be extended. A newsbulletin article advertising the need for student nominations will be submitted and it will also be mentioned at the student breakfasts. Liaisons will be asked to look for students at next week's liaison training.

Possibly compile information on students interested in helping with SPAC or the SA through incoming student surveys during student orientation. A box could be placed on the surveys to indicate a desire to participate. – suggested by Carole R.

Possibly recruit additional members during an upcoming student breakfast. An activity could be mentioned that would likely attract more students. – suggested by Kurt S.

Possibly create an e-newsletter for students as a way to increase participation.- suggested by Bill R.

Possibly send out an official call for student members to all divisions. The divisions themselves could then nominate students. – suggested by Dave H.

Present a draft of the letter calling for nominations at the next meeting and advertise on the web page. Send out the letter calling for nominations. – Lonnie T and Bill R.

Fill sub-committee vacancies. – Dave H. *The bylaws are low on the SPAC priority list so this subcommittee will not be reformed yet. Some of the subcommittees are on hold,*

however, the one that we need to start right away is the Awards Subcommittee. Dave H. will bring the list of subcommittees and members to the next meeting.

LIMS meeting. – Kurt S. *The LIM meeting is on May 7th in the LDCC Forum at 8am. Dave H. will discuss liaisons and the need for support for students. Dave H. invites SPAC members to attend.*

From 3/14/02 Meeting:

Send out URL for full UC Boulder Study. - Carole R.

Do we have info on students working here as UGS, living here with parents, etc and then staying here for long term retention? Can we send out an email to lanl-all and ask if they were ever a UGS here? - Carole R. will check with Kurt about this. *Sheila will contact Carole about whether or not info on the permanent employees used to be students here.*

Send a one-page letter to Michael Carlson in order to promote the call for student nominations in the Daily Newsbulletin. – Dave H.

Send out the call for student nominations on March 20th – Lonnie T.

Report on meeting with COC. – Carole R.

Setup a booth at the student picnic. – Dave H.

From 3/28/02 Meeting:

Subcommittee formed to look at online mentoring training. –headed by Tracy R. Members: Randy, Jerry, and Sheila.

Tracy R. said there are already software packages available for mentor certification training. She will look into these vendors to determine which ones meet LANL's needs. We'd like to tailor it to technical or administrative students. It was suggested that this subcommittee contact Laura Jarvadin to help get this training into the LANL training system.

From 4/25/02 Meeting:

What is SPAC's influence over LANL Management policy when it pertains to students. – Historian Team

Allen Hartford's response to HTSC report. – Dave H.